

*Come work at CDSS where . . .*

# People come First!

## THE ADULT PROGRAMS DIVISION

HAS AN IMMEDIATE OPENING IN THE OPERATIONS & TECHNICAL ASSISTANCE UNIT FOR THE FOLLOWING POSITION:

**STAFF SERVICES ANALYST/ASSOCIATE  
GOVERNMENTAL PROGRAM ANALYST**



## EMPLOYMENT OPPORTUNITY

Interested in locating to an inviting work environment that offers FREE parking and access to light rail?

Interested in working for a Program that is delivered through California's 58 counties and assists in providing domestic and personal care services to aged, blind and disabled recipients?

The Department of Social Services, Adult Programs Division has an immediate opening to help you fulfill your desire to serve California's most fragile residents.

Come join a wonderful group of highly skilled and motivated individuals who are out to make a difference in the lives of those in need.

To find out more information and view a copy of the duty statement, please click on the appropriate link. Once you have viewed the information if you still have questions, please contact Chisa Brite at 916-229-4002.

Your signed state application can be mailed/faxed to the location specified below, or e-mailed to [Chisa.Brite@dss.ca.gov](mailto:Chisa.Brite@dss.ca.gov).

Applications will be evaluated based on eligibility and desired qualifications, and interviews may be scheduled. All appointments are subject to SROA/Surplus provisions.

**CDSS EMPLOYEES ARE ENCOURAGED TO APPLY.**

**Final File Date:** Open Until Filled

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

**Contact Information:** Chisa Brite  
8745 Folsom Blvd., Ste 230 MS 19-92  
Sacramento, CA 95826  
916-229-4002 / 916-229-3155 (fax)



**DUTY STATEMENT**  
**ADULT PROGRAMS BRANCH**  
**OPERATIONS & QUALITY ASSURANCE BUREAU**  
**OPERATIONS & TECHNICAL ASSISTANCE UNIT**  
**STAFF SERVICES ANALYST**

Under the direction of the Operations and Technical Assistance (OTA) Unit Manager, Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) performs oversight for services and program consultation for the operation of California's Personal Care Services (PCSP), IHSS Plus Waiver (IPW), In-Home Supportive Services Residual (IHSS-R), Cash Assistance Program for Immigrants (CAPI), California Veterans Cash Benefit (CVCB), Supplemental Security Income/State Supplementary Payment (SSI/SSP) and Interim Assistance Reimbursement (IAR) Programs. PCSP, IPW, IHSS-R and CAPI are State supervised programs administered through California's 58 counties that provide domestic, personal care services, and cash assistance to aged, blind, and disabled persons. CVCB and SSI/SSP (including IAR) are administered by the Social Security Administration via contracts. The Unit develops policy, interprets policies and procedures, responds to county and other inquiries, and provides consultant services on the administration and delivery of program services. The Unit also monitors SSP, IAR and CVCB contracts and provides liaison activities with the Social Security Administration.

**SPECIFIC JOB ASSIGNMENT**

- |    |   |            |
|----|---|------------|
| 1. | Policy Issues and Legislation   | <b>50%</b> |
|    | <ul style="list-style-type: none"><li>a. Respond and provide guidance, both verbally and in writing, to inquiries from the public and county welfare departments regarding program regulations, policies and procedures.</li><li>b. Prepare general correspondence, policy interpretation responses, and recommendations on major fiscal and program policy questions.</li><li>c. Interpret SSI/SSP eligibility rules as they affect APB programs.</li><li>d. Analyze bills for program impact.</li><li>e. Assist in the preparation of legislative proposals and testimonies.</li><li>f. Prepare routine legislative and administrative reports.</li></ul> |            |

- g. Assist in developing procedures necessary to implement court decisions resulting from litigation against the Department.
  - h. Prepare Issue Memos, All-County Letters (ACL), All-County Information Notices (ACIN), and regulations.
2. County Welfare Directors Association/  
County Welfare Departments (CWDA/CWDs) **50%**
- a. Attend and represent the State, at least monthly, at the Adult Services Committee and other CWDA meetings (which may include overnight travel).
  - b. Assist in developing and providing training to counties.
  - c. Liaison with Social Security Administration and other public agencies, interested private organizations and other units in the Department on the administration of APB programs.
  - d. Act as liaison between the Social Security Administration and the counties in the administration of the IAR program, including federal audits of the county IAR operations.

#### **SUPERVISION RECEIVED**

The Staff Services Analyst (SSA) begins the assignment in an apprentice role and is expected to gain knowledge and experience in the position. It is expected that the SSA will learn most aspects of the assignment and perform with substantial independence in six months or less. The SSA is directly supervised by the Unit Manager and may receive functional supervision and training from Associate Governmental Program Analysts (AGPAs) in the Unit. The SSA receives close supervision and specific direction on more complex assignments. Work products are typically reviewed in draft prior to being submitted in final to assure their adequacy in scope and tone. Work products, even in draft, should always be accurate and complete. The SSA's performance should be creative and resourceful, and demonstrate personal initiative.

#### **SUPERVISION EXERCISED**

None.

#### **ADMINISTRATIVE RESPONSIBILITY**

None.

### **PERSONAL CONTACTS**

The SSA will have frequent contact with all levels of departmental employees, representatives from federal, State and County agencies, legal aid staff and the general public.

### **ACTIONS AND CONSEQUENCES**

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the Department, or information being released to unauthorized persons in violation of State and Federal law.

### **OTHER INFORMATION**

The SSA must have excellent writing and oral communication skills, good interpersonal communication skills, be able to work well under pressure, work with minimum direction individually and in a team setting, be willing to work overtime occasionally and travel approximately one or two days per month.